



## JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Parks Maintenance Lead
<b>DEPARTMENT:</b>	Parks & Recreation
<b>FLSA STATUS:</b>	Non-Exempt
<b>SALARY GRADE:</b>	F
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

Under general direction, the Parks Maintenance Lead protects and preserves the City's park assets through effective maintenance, stewardship, and operations. This position is responsible for planning, directing, and coordinating citywide parks maintenance activities, including grounds care, custodial services for park facilities, preventative maintenance, renovations, repairs, and minor construction of park infrastructure and amenities. The Parks Maintenance Lead performs a full range of construction, installation, maintenance, and repair duties related to parks and open spaces, including the operation of tools, vehicles, and heavy equipment. This position plays a key role on a small team responsible for the maintenance and care of all City parks and related facilities.

### **ESSENTIAL JOB FUNCTIONS:**

- Implements and coordinates short- and long-term parks maintenance plans and assists Parks and Recreation Director with planning for future park, trail, and open space needs.
- Ensures parks maintenance activities are performed in compliance with all federal, state, and local safety regulations; schedules, assigns, and reviews work related to park operations and grounds maintenance.
- Provides input to the Parks and Recreation Director for need for contracted services related to park maintenance, repairs, and improvements; assists with preparing bid specifications, evaluating vendors, and monitoring contracted work. Provides support and backup assistance to facilities staff as needed.
- Coordinates park-related work with contractors, consultants, and City staff; reviews plans and reports for park improvements, park structures, and site work to ensure consistency with adopted standards, safety requirements, and operational needs.
- Participates in coordination with Planning, Engineering, and Building Divisions to support implementation of adopted parks proposals, capital improvement projects, levies, safety improvements, and ADA requirements; reviews plans and specifications, estimates maintenance impacts, and provides parks maintenance input and recommendations.
- Use tools, vehicles, and equipment associated with parks maintenance, grounds care, and minor construction and repair in an outdoor and public-facing environment.
- Maintains accurate records related to parks maintenance activities, inspections, service schedules, and work performed.
- Provides budget input and assists with developing resource estimates related to parks maintenance operations, equipment, and contracted services. Assist in performing safety audits of City parks, trails, and green spaces; evaluates findings and prepares recommendations for maintenance and capital improvement priorities.



## JOB DESCRIPTION

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- Reviews maintenance records, work procedures, and current trends in parks maintenance and operations; develops and maintains preventive maintenance plans for park assets, amenities, and equipment; schedules and tracks needed repairs.
- Provides excellent internal and external customer service; creates positive experiences for park patrons and staff through professional, courteous interactions and effective problem resolution.
- Establishes and maintains positive working relationships with coworkers, contractors, volunteers, community partners, and the general public.
- Practices safe work habits & actively contributes to safety of self, coworkers, & park users.
- Supports and respects diversity in the workplace.
- Performs other duties as assigned.

### **JOB SPECIFICATIONS:**

#### **Mandatory Requirements:**

- High School diploma or equivalent
- Three (3) years of maintenance experience such as operation of equipment; maintenance and repair of parks, grounds, and related facilities; application of landscaping and horticultural techniques; and coordination or oversight of staff, contractors, or projects.
- Ability to operate equipment and machinery
- Any combination of education and experience which provides the knowledge, skills, and abilities to perform the job.
- A willingness to continue learning and gaining experience within the Parks and Maintenance field.

#### **Preferred Requirements:**

- Associates degree in related fields such as Parks and Recreation, Horticulture, Forestry, Landscape Management, Construction Management or a closely related field.

#### **Knowledge of:**

- Principles, methods, and practices of parks maintenance, grounds management, and park asset stewardship.
- Horticulture, turf management, planting methods, and care of trees, lawns, and landscaped areas.
- Irrigation system programming, operation, maintenance, and repair.
- Safe operation and mechanical characteristics of ground maintenance equipment, vehicles, and tools.
- Proper and safe application of fertilizers, herbicides, and pesticides.
- Identification and mitigation of turf, plant diseases, and pests.
- Preventive maintenance practices for park amenities, equipment, and infrastructure.
- Applicable City, state, and federal laws, regulations, codes, and safety standards governing parks maintenance, ADA requirements, and public facilities.
- Basic principles of budgeting, financial tracking, and resource planning.
- Contract development, vendor coordination, and project management fundamentals.
- Office management practices and the use of parks maintenance software and general business applications.

**Skills and Abilities to:**

- Lead and oversee parks maintenance projects and the work of staff and contractors.
- Coach, mentor, evaluate, and address performance issues using sound supervisory and human relations practices.
- Establish goals, develop work plans, and adjust priorities to meet operational needs.
- Work independently with sound judgment, professionalism, and political sensitivity.
- Communicate effectively, both orally and in writing, including preparing reports, correspondence, and presentations.
- Maintain accurate records related to maintenance activities, inspections, budgets, and projects.
- Analyze complex operational issues and develop practical solutions.
- Safely use hand tools, power tools, vehicles, and equipment required for parks maintenance work.
- Perform or oversee minor repairs to irrigation systems, pumps, motors, and maintenance equipment.
- Apply safe lifting techniques and properly handle, store, and dispose of hazardous materials.
- Use personal computers and related software applications.
- Provide professional, courteous customer service and handle difficult situations calmly and constructively.
- Establish and maintain effective working relationships with coworkers, City departments, contractors, elected officials, and the public.
- Work cooperatively as a contributing member of a team and convey a positive image of the city.

**Special Requirements/Licenses:**

- Commercial Driver's License (CDL) required within 1 year of hire.
- Pesticide Applicator Certification is required within 6 months of hire.
- Certified Playground Safety Inspector (CPSI) within 2 years of hire.
- Must be able to pass a drug test.

**SUPERVISION RECEIVED:**

Works under the direction of the Parks and Recreation Director.

**SUPERVISORY RESPONSIBILITIES:**

This position oversees department staff which includes oversight and authority for assigning, reviewing and evaluating work performance.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

- Ability to function both indoors and outdoors engaging in work of a moderately active nature.



## JOB DESCRIPTION

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- Ability to maintain cardio-pulmonary fitness to engage in moderate physical activity.
- Ability to move to different working locations and to bend, stoop, climb, and reach to perform essential job functions.
- Requires arm, hand, and finger dexterity to demonstrate use or operate common tools used in facility maintenance.
- Ability to lift from floor, waist or overhead, objects up to 70 pounds.
- Ability to function with temperature and weather variations.
- Requires visual acuity to observe work sites and read written materials.
- The noise level in the field environment is usually moderate, except when operating hand-held power equipment.
- Occasional dealing with distraught or difficult individuals.
- This position is considered an essential part of the City and therefore is considered an essential employee and must report to work during inclement weather incidences, emergencies, and/or other related City emergencies.
- This position works primarily during routine daytime hours. However, responses to emergencies or construction schedules will require some nighttime, weekend, and holiday work activity.

### **Special Requirements / Licenses:**

Must successfully pass required department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

### **TOOLS AND EQUIPMENT USED:**

Various hand tools are associated with park maintenance. Mowers and other light equipment.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**Tiana Rundell**

Parks and Recreation Director

Adopted: 2 2026

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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Employee

Date